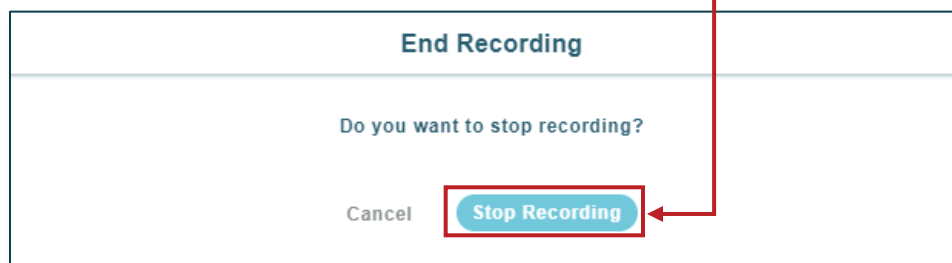
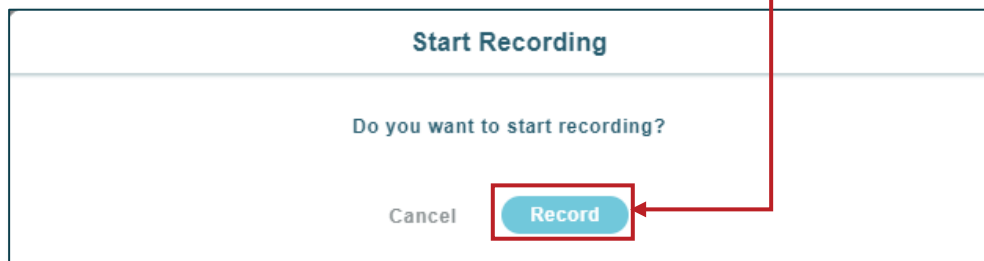
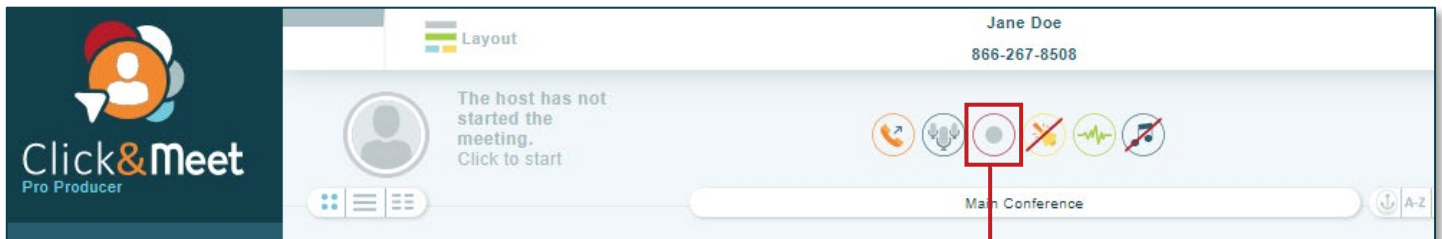


## Manage Recordings

**Record your conference** – Recording is available in all versions of Click&Meet

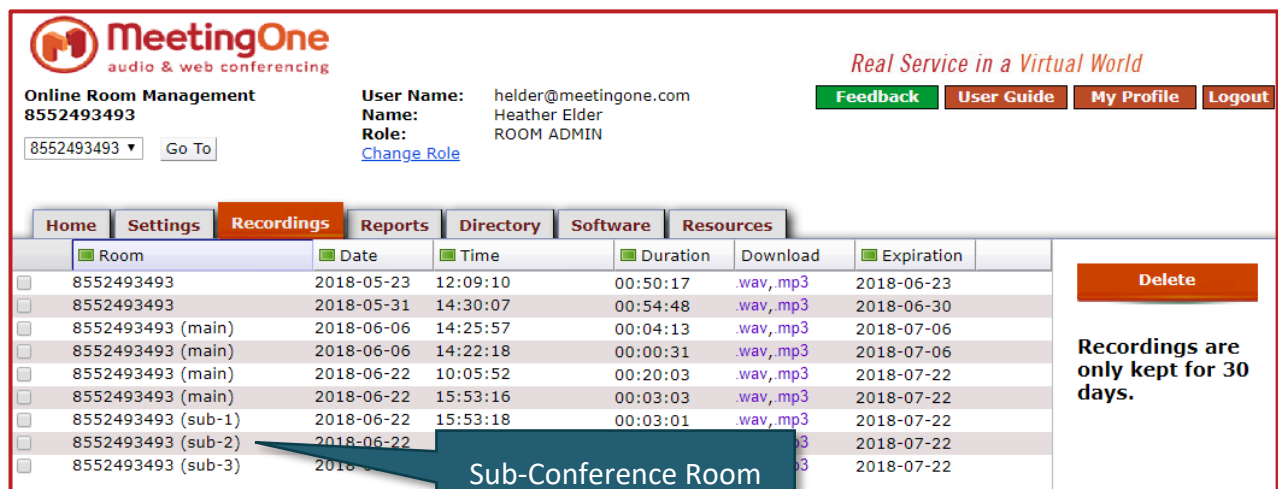
1. **Start recording** – Starts audio only recording and announces to the room that audio recording for the meeting has begun and the indicator bar will turn red
  - Click **Start recording**
  - Dialog box opens: Click **Record**
2. **Stop recording** – Stops audio only recording and announces to the room that audio recording for the meeting has ended
  - Click **Stop recording**
  - Dialog box opens: Click **Stop recording**



## Manage Recordings, continued

**Access recordings** – Recordings are available in [OAM](#) Online Account Management (Recordings are only kept in OAM for 30 days)

1. Log in to [OAM](#)
2. Select the applicable room
3. Click the **Recordings tab**– Recordings will be accessible after they are processed. Processing times vary.
4. Download the audio recording as a .wav or .mp3 file.
  - i. Click **.wav** or **.mp3**
  - ii. Download will begin and can be saved to your computer



MeetingOne audio & web conferencing

Real Service in a Virtual World

Online Room Management 8552493493

User Name: helder@meetingone.com  
 Name: Heather Elder  
 Role: ROOM ADMIN

Feedback User Guide My Profile Logout

8552493493 Go To Change Role

| Room  | Date       | Time     | Duration | Download  | Expiration |
|---|------------|----------|----------|-----------|------------|
| <input type="checkbox"/> 8552493493         | 2018-05-23 | 12:09:10 | 00:50:17 | .wav, mp3 | 2018-06-23 |
| <input type="checkbox"/> 8552493493         | 2018-05-31 | 14:30:07 | 00:54:48 | .wav, mp3 | 2018-06-30 |
| <input type="checkbox"/> 8552493493 (main)  | 2018-06-06 | 14:25:57 | 00:04:13 | .wav, mp3 | 2018-07-06 |
| <input type="checkbox"/> 8552493493 (main)  | 2018-06-06 | 14:22:18 | 00:00:31 | .wav, mp3 | 2018-07-06 |
| <input type="checkbox"/> 8552493493 (main)  | 2018-06-22 | 10:05:52 | 00:20:03 | .wav, mp3 | 2018-07-22 |
| <input type="checkbox"/> 8552493493 (main)  | 2018-06-22 | 15:53:16 | 00:03:03 | .wav, mp3 | 2018-07-22 |
| <input type="checkbox"/> 8552493493 (sub-1) | 2018-06-22 | 15:53:18 | 00:03:01 | .wav, mp3 | 2018-07-22 |
| <input type="checkbox"/> 8552493493 (sub-2) | 2018-06-22 |          |          | .wav, mp3 | 2018-07-22 |
| <input type="checkbox"/> 8552493493 (sub-3) | 2018-06-22 |          |          | .wav, mp3 | 2018-07-22 |

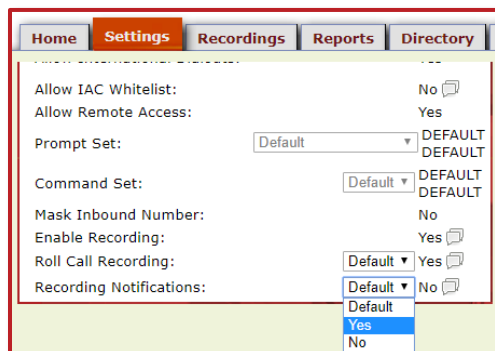
Delete

Recordings are only kept for 30 days.

Sub-Conference Room recordings

**Get notified when your recordings are ready** – [OAM](#) Online Account Management

1. Log in to [OAM](#)
2. Select the applicable room
3. Click the **Settings tab**– Navigate to the Recording Notification
4. Select **Yes** to receive email notifications when your recordings are available



Home Settings Recordings Reports Directory

Allow IAC Whitelist: No

Allow Remote Access: Yes

Prompt Set: Default DEFAULT DEFAULT

Command Set: Default DEFAULT DEFAULT

Mask Inbound Number: No

Enable Recording: Yes

Roll Call Recording: Default Yes

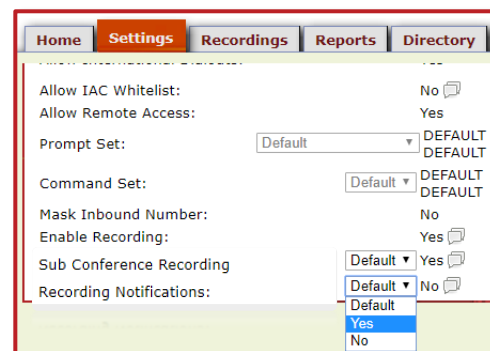
Recording Notifications: Default No

Yes

No

**Toggle Sub-Conference Room Recordings**– [OAM](#) Online Account Management

5. Log in to [OAM](#)
6. Select the applicable room
7. Click the **Settings tab** – Navigate to the Sub-Conference Recording Notification
8. Select **Yes** to allow recording of Sub-Conference Rooms



Home Settings Recordings Reports Directory

Allow IAC Whitelist: No

Allow Remote Access: Yes

Prompt Set: Default DEFAULT DEFAULT

Command Set: Default DEFAULT DEFAULT

Mask Inbound Number: No

Enable Recording: Yes

Sub Conference Recording: Default Yes

Recording Notifications: Default No

Yes

No